

***Lafayette County Human Services
Board Meeting Minutes
October 16, 2013***

Lafayette County Human Services provides an array of cost effective, quality services, and community-based support for individuals and families to improve their quality of life.

Board members present: Sherry Crist, David Hammer, Connie Hull, Richard Roelli, Leon Wolfe, John Bartels for Gerald Heimann

LCHS staff present: Janet George, Shane Schuhmacher, Kate Chambers, Shelly Ray, Missy Zasada

Others present: Duane M. Jorgenson, Corporation Counsel

1. CALL TO ORDER

- a. The meeting was called to order by David Hammer at 6:15 p.m. The meeting was properly posted at the Courthouse, City Library, Lafayette County Human Services and e-mailed to The Republican Journal.
- b. Motion by Leon Wolfe, second by Connie Hull to approve the agenda as posted; carried.
- c. Motion by Connie Hull, second by Richard Roelli to approve the minutes of the September 12, 2013 meeting as printed; carried.

2. PUBLIC COMMENTS

- a. No public comments were submitted.

3. FISCAL REPORT

- a. Janet George reported there were only a couple of payments this month that she needed to comment on. First, Harmony House will be a new contract provider. One client moved there in early September from an AFH in Monroe. The St. Aemilian payment is quite large this month. Not only was \$9204 paid for the CPS child through the WiSACWIS Financial Interface on October 4, another child was placed there through the ME system. The payment on the voucher listing dated October 10, is for August and September. It is not known to Ms. George how long this second client may remain at St. Aemilian.
- b. Through September 30, LCHS is \$88,906 over budget for revenues and \$312,072 under budget for expenditures for a total of \$400,978 under budget. Ms. George expects that amount to decrease over the next few months as the State payments will decrease significantly as they always do at this time of year. However, Ms. George is still projecting that LCHS will finish 2013 under budget, although she doesn't believe it will be a very large amount.
- c. The net payroll cost spreadsheet requested by Richard Roelli is attached to the LCHS I & E Statement. Through September 30, LCHS's net payroll costs are \$24,415 less than budgeted.
- d. The only Aging expenditure that is somewhat unusual is that of Home Care for You. This will be the last large payment to that organization for the year as the contract was cancelled on

October 3. Ms. George reported that Aging has several late invoices which will be paid in November. They include Alzheimer Association, MHLC, and Lafayette County Highway.

- e. Through September 30, Ms. George reported Aging is \$8685 under budget for revenues and \$31,273 over budget for expenditures. The “big ticket” items for being over budget are the contracted home health program, which is why Home Care to You has been cancelled, the new EBS position (higher social worker pay), and SUN.
- f. Ms. George reported that Aging will probably end up fairly close to budget, but at this point, it is too close to tell if it will be slightly over or slightly under budget.
- g. A spreadsheet showing amounts charged to the ACA funding will be included in the monthly information packets beginning this month. No September payroll has been included since the Finance Department had not yet posted the accrual for the September payroll paid in early October.

4. APPROVAL OF EXPENDITURES

- a. Motion by Sherry Crist, second by Connie Hull, to approve the LCHS vouchers as scheduled; carried.
- b. Motion by Leon Wolfe, second by Sherry Crist, to approve the Aging Unit vouchers as scheduled; carried.

5. PERSONNEL

- a. Adult At Risk Position – Shane Schuhmacher included a job description and pay scale for the proposed new position. He provided background information from a letter received from Mary Mezera of the Regional ADRC Office, which stated that Lafayette County is not meeting the staffing requirements of the ADRC by allowing one of the I&A positions to conduct APS services, even if LCHS is not using ADRC funds for the time. Mr. Schuhmacher stated that when this new position isn’t providing APS services, they can be folded into the Emergency Mental Health (crisis) system, which can also bring in some revenue. Duane Jorgenson provided detailed examples of the type of services this position provides. Motion by Leon Wolfe, second by Sherry Crist, to approve Mr. Schuhmacher’s recommendation of hiring an Adult At Risk worker in the pay scale range and classification of social workers; approved. Ms. Crist suggested that Mr. Schuhmacher include an estimate of the amount of revenue this position could bring in when he presents at the Human Resource Committee meeting.
- b. Economic Support Reclassification – Kate Chambers provided a handout of current Economic Support funding, additional duties ES staff perform, and a comparison of wages of surrounding counties. Ms. Chambers also stated each worker “handles” nearly \$3 million dollars of benefits each year. After a significant amount of discussion, the LCHS staff was asked to leave the room at 7:40 p.m. while the Board further discussed the topic. The staff was brought back into the room at 7:55 p.m. Motion by Leon Wolfe, second by John Bartels, to approve halving the wage

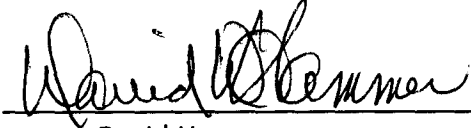
increase request; wages of \$15.81 increased to \$16.40 and wage of \$16.40 to \$17.28; carried unanimously.


6. **PURCHASE 6 DESKTOP COMPUTERS, 9 MONITORS & 6 MICROSOFT OFFICE SOFTWARE LICENSES** - Mr. Schuhmacher explained that this equipment will replace ADRC equipment as ADRC funding will pay for them. The current ADRC equipment is not very old, and will replace staff equipment that is much older. He further explained that the IT Committee has already approved this purchase, and wants an authorization by the LCHS Board. Motion by Sherry Crist, second by Connie Hull, to approve the purchase of the above equipment; carried.
7. **INTOXICATED DRIVER PROGRAM FEES**
 - a. Mr. Schuhmacher reported that a question has been raised about the current LCHS policy of re-charging 100% of the IDP Assessment fee (\$300) if the appointment is missed.
 - b. After discussion, no decision was made to change the current policy. Connie Hull suggested highlighting the area of the appointment letter which delineates the fees for missed IDP Assessment appointments.
8. **SUN PROGRAM**
 - a. Leon Wolfe requested having a discussion on whether or not the LCHS Board can add \$8000 the SUN Program has requested, and the Finance Committee voted not to fund, to its budget, ie, give levy to Aging for that purpose.
 - b. Discussion included the point that the LCHS Board does not have the authority to move levy from one fund to another, only Finance or the full County Board has that authority. The budget hearing for the County Budget is November 12 at 7:00 pm in the County Board Room, and a motion can be brought to the floor of the County Board meeting to amend the proposed budget. Leon Wolfe will check the status of SUN's proposed budget at the SUN meeting on Monday, October 21.
9. **DIRECTOR'S REPORT**
 - a. Employee Comp and Overtime Report- The total hours for comp time for the period of September 2, 2013 to September 29, 2013 for LCHS was 2.63 hours and the total overtime hours was 3.50 hours.
 - b. Behavioral Health Unit Manager Vacancy Update – Mr. Schuhmacher reported that the position is being re-advertised in the local paper and at little-to-no cost throughout the State through notifying all counties of the position.
 - c. Mental Health Coordinator Vacancy Update – same as for Unit Manager position.
 - d. Affordable Care Act (ACA) Status Update – Ms. George is preparing a spreadsheet each month to provide information to the Board on how this funding is being spent. She reported there are no payroll costs for September as of yet due to the accrued payroll not yet being posted.

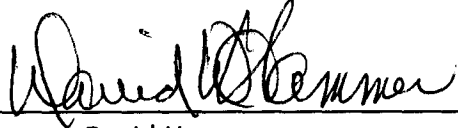
10. **ADJOURN**


- a. The next meeting was set for **Thursday, November 14, 2013, at 6:15 p.m.** The Audit Committee will meet at 6:00 p.m.
- b. The meeting was adjourned by Chair David Hammer at 8:27 p.m.

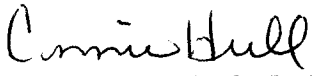
Reviewed by  11/14/13
Shane Schuhmacher, Director Date


Brandee Blaine

Brandee Blaine


Sherry Crist

Sherry Crist


David Hammer

David Hammer

Gerald Heimann

Gerald Heimann

Connie Hull

Connie Hull

Richard Roelli

Richard Roelli

Jack Sauer

Jack Sauer

Leon Wolfe

Leon Wolfe